

CITY COUNCIL REGULAR MEETING

Thursday, December 03, 2020 at 7:00 PM

AGENDA

In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.

VIRTUAL MEETING INFORMATION

This meeting will be held at the following online location: https://zoom.us/j/81984901677 Passcode:829501;

or call 253.215.8782, or 346.248.7799

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Regular Council Meeting Minutes, November 5, 2020

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

- 2. November Staff Reports
- 3. Standing Committee Reports

PUBLIC HEARINGS

4. Ordinance 2020-23; An Ordinance of the Dillingham City Council Amending the Effective Date of Ordinance 2020-02

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

5. Tiera Schroeder, Homelessness in Dillingham

ORDINANCES AND RESOLUTIONS

- 6. Adopt Ordinance 2020-23; An Ordinance of the Dillingham City Council amending the effective date of Ordinance 2020-02
- 7. Adopt Resolution 2020-26; A resolution of the Dillingham city council supporting Resolution No. 2020-1 from the Alaska association of harbormasters and port administrators in support of full funding (\$14,049.988) for the state of Alaska municipal harbor facility grant program in the FY 2022 state capital budget

UNFINISHED BUSINESS

Citizen Committee Appointments

- 8. Library Advisory Board Letter of Interest
- 9. Port Advisory Committee Letter of Interest
- <u>10.</u> Friends of the Landfill Letter of Resignation

Progress Report:

Dave Carlson House Property

Territorial School

NEW BUSINESS

- 11. Adopt Action Memorandum 2020-12; Authorize administrative leave for Christmas and New Year's holiday
- <u>12.</u> Adopt Action Memorandum 2020-13; Authorize a COVID Supplement for City of Dillingham Employees

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

EXECUTIVE SESSION

- 13. Personnel Matter: City Manager Review
- 14. Personnel Matter: City Manager Transition Plan

ADJOURNMENT

REGULAR MEETING MINUTES NOVEMBER 5, 2020

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, November 5, 2020, via video and conference call, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m.

2. ROLL CALL

Mayor Ruby was present.

Council members present and establishing a quorum (a quorum being four):

Andy AndersonCurt ArmstrongGregg MarxmillerChris NapoliBill RodawaltAksel Buholm	
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Staff in attendance:

Tod Larson Lori Goodell

Sam Severin

3. APPROVAL OF MINUTES

- a. Regular Council Meeting, October 1, 2020
- b. Special Council Meeting, October 15, 2020
- MOTION: Chris Napoli moved and Andy Anderson seconded the motion to approve the minutes of October 1, and October 15, 2020 in block.

October 1, 2020 Council Comments, add "the head of the" prior to CDC under Gregg Marxmiller comments.

VOTE: The motion passed as amended unanimously by roll call vote.

4. APPROVAL OF CONSENT AGENDA

- a. Adopt Resolution 2020-21; A Resolution of the Dillingham City Council Amending the Bank Signature Card for Wells Fargo Checking Account Due to a Change in Council Members
- b. Adopt Resolution 2020-22; A Resolution of the Dillingham City Council Amending the Investment Account Signature Authority Forms for the City Investment Accounts Due to a Change in Council Members
- c. Adopt Resolution 2020-23; A Resolution of the Dillingham City Council Expressing Thanks and Commendation to Mr. Braden Tinker
- d. Adopt Resolution 2020-24; A Resolution of the Dillingham City Council to Offer Thanks and Commendation to Kaleb Westfall For His Service on the Dillingham City Council
- MOTION: Chris Napoli moved and Gregg Marxmiller seconded the motion to approve the consent agenda.

Resolution 2020-23 was read aloud at the request of the Council.

VOTE: The motion passed unanimously by roll call vote.

APPROVAL OF AGENDA

VOTE: The motion passed unanimously by roll call vote.

5. STAFF REPORTS

a. City Manager and Staff Reports

In addition to the written report the City Manager reported on the following:

- The request to remove burn barrels from the burn permit will be taken care of.
- Two Police Officers have been hired.

b. Standing Committee Reports

Code Review Committee:

- One marijuana license applications was reviewed. The Committee recommended that the city waive their right to protest.
- The plastic bag ban effective date was reconsidered in light of the current pandemic. The Committee recommended that the city extend the effective date to December 31, 2021.

Finance & Budget Committee:

- Financial report was reviewed.
- 2nd round of the CARES Act Grant Funding Plan was finalized. The Committee endorsed the program moving forward.

6. PUBLIC HEARINGS

a. Ordinance No. 2020-22(S); An Ordinance of the Dillingham City Council Authorizing the City Manager to Utilize the Emergency Operations Center to Promulgate and Enforce Regulations to Stop the Spread of COVID-19 in Accordance with the Recommendations in the City of Dillingham COVID-19 Mitigation Plan

Local citizens made the following comments regarding Ordinance 2020-22(S):

- Petition with 167 signature submitted requesting Ordinance 2020-22(S) be tabled, noting it needs definitions, parameters, and to be more specific. Definition of emergency and a defined end are needed. There is no justification for this legislation. Measures need to be quantifiable.
- Worry about government overreaching; taking food and fuel.
- Support for extension of current measures was requested.
- Oppose measures taken by the city and referenced survival rate for this virus 99%, there have been no local deaths. Other categories of deaths need to be addressed.
- Too much authority for one person is dangerous.
- Concern for constitutional rights stated.
- Zoom platform for all or go back to in person meetings was requested, so all can be heard.
- Requested City explain why they are going beyond state actions.
- Need to write something that will work for people on both sides of the issue. Allow for thorough debate, comment by all that desire, and come to a consensus.
- Communication / public notice are imperative. Make it easy to find what the current policy is. Indicate what the triggers for change will be.
- Rapid testing needs to be available.
- Please indicate how the changes will affect essential workers.
- The increase number of new cases was cited.
- There remains a need for protective measures to be in place. They may be inconvenient but it is the right thing to do. Protection keeps case numbers reduced. Prevention is the best defense.
- Support measures taken by the City because lives of loved ones are what matters the most.
- Support expressed for the command center, this approach provides direction with clear delegation. This method allows for a quick response to changing circumstances. It makes sense to have the City Manager as the IC.

- EOC is a standardized approach used nationwide. Confidence expressed for Council, Manager to respond to the pandemic.
- Ordinance 2020-22(S) gives options, Council can repeal, ratify, amend emergency orders.
- Support the City's efforts. Results in other communities across state and nation that relax measures show increase in case numbers.
- Noted increase risk factors with the local population.
- Emergency Order No. 1 provides clarification and is an improvement over current emergency ordinances.

7. CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

<u>Terry</u>: Spoke in opposition of Ordinance 2020-22(S) because of uncertainty in legality but noted the need diligence, and to care for community as well as constitutional rights.

<u>Jenny</u>: Requested clarification regarding the CARES Act Grant Funds distribution that limited one grant per household with regard to the business grant and individual grant. Spoke in support of finding balance with protective measures.

Jack: Commended Public Works for work done on Nerka Loop.

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2020-22(S); An Ordinance of the Dillingham City Council Authorizing the City Manager to Utilize the Emergency Operations Center to Promulgate and Enforce Regulations to Stop the Spread of COVID-19 in Accordance with the Recommendations in the City of Dillingham COVID-19 Mitigation Plan
- MOTION: Chris Napoli moved and Bill Rodawalt seconded the motion to adopt Ordinance 2020-22(S).
- MOTION: Bill Rodawalt moved and Aksel Buholm seconded the motion to postpone Ordinance 2020-22(S) until the next regular meeting.
- VOTE: The motion to postpone failed: 2 in favor, 4 opposed. Andy – N Chris – N Bill – Y Gregg – N Aksel – Y Curt – N
- MOTION: Bill Rodawalt moved and Aksel Buholm seconded the motion to amend Ordinance 2020-22(S): Such regulations include, but are not limited to, required use of facemasks, limiting travel into Dillingham, traveler quarantine requirements and reasonable restrictions, such as occupancy limits, for businesses and public spaces and other regulations previously passed by the City Council through Emergence Ordinances addressing the COVID 19 pandemic.
- VOTE: The motion to postpone failed: 1 in favor, 5 opposed. Andy – N Chris – N Bill – Y Gregg – N Aksel – N Curt – N
- MOTION: Bill Rodawalt moved and Aksel Buholm seconded the motion to replace, The City Manager shall report to the City Council at the next meeting, within one week whether it be regularly scheduled or a special session, on actions taken, in Ordinance 2020-22(S).

Motion withdrawn by unanimous consent.

- MOTION: Gregg Marxmiller moved and Chris Napoli seconded the motion to replace typographical error Section I with Section A.
- VOTE: The motion to replace Section I with Section A passed by unanimous roll call vote.
- VOTE: The motion to adopt Ordinance 2020-22(S) passed unanimously by roll call vote.

- b. Introduce Ordinance No. 2020-23; An Ordinance of the Dillingham City Council A the Effective Date of Ordinance 2020-02
- MOTION: Andy Anderson moved and Chris Napoli seconded the motion to introduce Ordinance 2020-23.

This keeps the intent of the Ordinance in place just extends the effective date for one year.

- VOTE: The motion passed unanimously by roll call vote.
 - c. Adopt Resolution No. 2020-25, A Resolution of the Dillingham City Council Extending Emergency Ordinance 2020-21
- MOTION: Andy Anderson moved and Chris Napoli seconded the motion to strike Resolution 2020-25 from the agenda.
- VOTE: The motion to strike Resolution 2020-25 from the agenda passed unanimously by roll call vote.

9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
 - 1) Library Advisory Board 3 seats
 - 2) School Facility Committee 1 seat
 - 3) Port Advisory Committee 1 seat
 - 4) Senior Advisory Commission 2 seats
 - 5) Friends of the Landfill 1 seat

Mayor Ruby made the following Committee recommendations:

Code Review Committee: Aksel Buholm

Finance and Budget Committee: Bill Rodawalt

Board of Equalization: Alice Ruby, Chris Napoli, Andy Anderson, Gregg Marxmiller and Bill Rodawalt as alternate.

- MOTION: Chris Napoli moved and Andy Anderson seconded the motion to concur with Mayor Ruby's committee recommendations.
- VOTE: The motion passed unanimously by roll call vote.
 - b. Progress Report
 - 1) Dave Carlson House Property
 - 2) Territorial School

There were no progress reports.

10. **NEW BUSINESS**

- a. 17948 J&R Green Farms. Limited Marijuana Cultivation Facility License Renewal
- MOTION: Chris Napoli moved and Bill Rodawalt seconded the motion to waive the City's right to protest this application.
- VOTE: The motion passed by unanimous roll call vote.
- MOTION: Bill Rodawalt moved and Chris Napoli seconded the motion to approve New Business items B, C, D, and E in block.

It was confirmed that Motorola is the preferred brand for emergency communications system brands are available, but have proven to have significant problems.

VOTE: The motion passed unanimously by roll call vote.

- b. CARES Act Grant Update
- c. Adopt **Action Memorandum 2020-09**; Authorize the City Manager to enter into a renewal contract with Premera Blue Cross Blue Shield of Alaska and Navia for an HRA
- d. Adopt Action Memorandum 2020-10; Authorize the City Manager to award a contract for RFP 2020-05, Emergency Communication System
- e. Adopt **Action Memorandum 2020-11**; Authorize the City Manager to hire a temporary intern for administrative special projects

11. CITIZEN'S DISCUSSION (Open to the Public)

<u>*Gayla*</u>: Spoke in opposition to Ordinance 2020-22(S), noting the need for clarification, and the undue burden it places on citizens.

<u>Barbara</u>: Expressed concern regarding availability of Emergency Orders. The challenge for all to understand regulations was voiced.

<u>Jack</u>: Stated more public outreach is needed. Noting there is a communication gap between the City/Council/public.

<u>Carolyn</u>: Confirmed the effective date and time of Emergency Order No. 1 is 11/5/2020 11:59 p.m. <u>Kaleb</u>: Urged the use of CARES funding to improve the process for public participation.

12. COUNCIL COMMENTS

Gregg Marxmiller:

- Noted the work that goes into meetings.
- Thanked the City Clerk and Tele Communication team.
- Stated appreciation for election workers.
- Thanked all for participating in the public process.
- Suggested a contract for a virtual town hall.

Bill Rodawalt:

- Appreciates the parliamentary process. Noting discussion is important.
- Thanked all who emailed comments and are engaged in the process.
- Supports finding a way to resume in person meetings.

Aksel Buholm:

- Recommends all zoom, or in person meetings.
- Noted citizens for their comments.
- Suggested scaling back the frequency of manager updates.
- Thanked City Manager for his service to the country.
- Requested Council explore a merit raise for city employees for extra work needed in the pandemic.

13. MAYOR'S COMMENTS

- Thanked all citizens who are involved in the public process.
- Noted citizen comments and public hearings are a time for council to listen to citizens; not a time for discussion or engagement. Council does hear and consider citizens comments.

- Council was polled regarding preference for meeting type and all expressed the priorities of public, staff, and council will be foremost consideration. Council will demonstrate adherence to adopted regulations.
- Recognized updated equipment in chambers, and bandwidth limitations locally. Apologized for meeting being hijacked and disruption during comment periods.
- Commented on the Finance and Budget Committee followed the Council's objective to guide the City's CARES Act Grant program to get the funds to as many people as possible.
- A moment of silence was observed to recognize all those lost since the last meeting.

14. ADJOURNMENT

Mayor Ruby adjourned the meeting at 11:08 p.m.

ATTEST:	Mayor Alice Ruby	[SEAL]
Lori Goodell, City Clerk		
Approval Date:		

<u>City of Dillingham</u> House District 37 / Senate District S

~ 11/24/2020 ~

31st Alaska State Legislature ~ 2nd Interim NOVEMBER 2020 – LEGISLATIVE REPORT

Cliff Stone / City Lobbyist

~ Alaska's Division of Elections to Certify Results ~

With all of the absentee ballots finally counted, the division should be able to certify the election results by November 25, 2020. The Alaska House and Senate have still not organized a majority for several reasons. Although House Republicans will have 21 members, there are members of that party who sit on a fringe that is uncomfortable for other members of that caucus. That's putting it as diplomatically as I can express. Last year the R's had 23 members and still could not organize with a "pure" bloc of their elected members.

If I were betting on the horses, I would put my money on a coalition once again. Dillingham's own Bryce Edgmon has headed up a majority coalition of Democrats, Independents, and Republicans the last four years. I'm not sure if it's in the cards for him to be Speaker once again, but he will certainly have a leadership role if they indeed form a coalition.

Although the Senate still has 13 Republicans this go around, there are philosophical differences within their ranks that center around the question of a full PFD, other budgetary issues, and binding caucuses. Those thirteen members have met at least once to discuss how to move forward with forming a majority. I believe there is a high likelihood of a coalition this year with some or all of the Senate Democrats joining such an alliance. All of those concerns expressed above for the Senate also apply to the House and the debate they're having regarding the formation of a majority caucus.

The moderates who could join such a coalition this time around are Senator Gary Stevens of Kodiak, Senator Click Bishop of Fairbanks, and Senator Bert Stedman of Sitka. These folks have been part of coalitions before. The unknown senator in joining a coalition is Senator Natasha von Imhof of Anchorage. Unlike her colleagues above, she has only served in predominantly Republican organizations.

Since there are lots of new legislators, I've <u>attached a spreadsheet dated Nov. 19, 2020</u> with this report to give you their names under one roof so to speak. Once they all get to Juneau and get sworn in, their names, districts, contact info, and photo's will be coalesced onto the legislature's website. Until that time, you'll have this handy reference I've provided. The 32nd Legislature convenes on January 19, 2021.

The other big and surprising news is the passage of Ballot Measure 2. This act establishes ranked-choice voting for the general election. Voters would have the option to "rank" candidates in order of choice. This act would get rid of the party primary system, and political parties would no longer select their candidates to appear on the general election ballot. Instead, this act would create an open nonpartisan primary where all candidates would appear on one ballot. Please refer to my 2020 September Lobby Report as it provides greater detail on this ballot measure. If you have specific questions, let me know.

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COVID-19

In addition to all of the election news is the fact that the pandemic has literally exploded all across the country. Numbers across the board are higher now they were in late spring. They only number still lower is the number of deaths per day, but is gaining ground fast. Over 12 million people across the U.S. have now been infected, with over 3 million of those being recorded in the first three weeks of this month. Alaska is among one of the highest per capita rate in the country. All 50 states have or have had COVID-19 emergency declarations put into place, particularly since this latest surge began in late October.

GOVERNOR'S CORNER

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Handy phone numbers for Governor's offices: Anchorage: 907-269-7450 and Juneau: 907-465-3500

Governor Dunleavy has issued new COVID-19 Outbreak Health Orders for the state that supersede his Health Mandates under the March 11th Disaster Declaration. Go to the following page for details: https://gov.alaska.gov/newsroom/2020/11/15/governor-issues-covid-19-outbreak-health-orders/

New rules for travelers are constantly being updated at the state's Travel Information Page: <u>https://covid19.alaska.gov/travelers/</u>

Once again, the governor announced several new appointments and reappointments to State of Alaska boards and commissions. You can review this list on his website by clicking on the Newsroom icon leading to his press releases at the website above. For a list of vacancies, and to apply for a board appointment, you can go to the following link: <u>https://gov.alaska.gov/services/boards-and-commissions/</u>

WEBSITES OF INTEREST

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! COVID-19 ~ Information ! / <u>https://covid19.alaska.gov</u>

In Alaska, a COVID-19 Help Line has also been set up at 211 or dial: 1-800-478-2221

* U.S. REAL ID Compliant license – deadline extended to October 1, 2021. - http://doa.alaska.gov/dmv/

Online Public Notices for Alaska <u>https://aws.state.ak.us/OnlinePublicNotices/default.aspx</u>

2020 Legislators Contact List http://akleg.gov/docs/pdf/whoswho.pdf

Representative Bryce Edgmon: 907-465-4451 // Senator Lyman Hoffman: 907-465-4453

Congressional Delegation websites (Current DC phone numbers will be listed on these sites) <u>http://murkowski.senate.gov/public</u> www.sullivan.senate.gov <u>http://donyoung.house.gov</u>

Note: Your emails to congress may or may not go through as their servers have had issues; likely because of the pandemic and the heavier volume of mail.

Anchorage Phone Numbers

Murkowski: 907-271-3735

Sullivan: 907-271-5915 Y

Young: 907-271-5978

~ End Report ~

Happy Thanksgiving. God bless all of you from my family to yours. Stay safe and strong! ~ Cliff

32nd Alaska State Legislature

Updated: November 24, 2020

DISTRICT		DISTRICT		House	Senate			
			Democrat	Republican	Other	Democrat	Republican	
	1	Fairbanks: City of Fairbanks		Barton LeBon		Scott Kawasaki		
Α	2	Fairbanks: Wainwright		Steve Thompson		Scott Nawasaki		Α
в	3	Fairbanks: North Pole, Badger		Mike Prax			Robert Myers	в
в	4	Fairbanks: Farmers Loop	Grier Hopkins				(John Coghill)	в
	5	Fairbanks: Chena Ridge	Adam Wool					
С	6	Fairbanks: Eilson/Denali/Up Yukon		Michael Cronk (Dave Talerico)			Click Bishop	С
D	7	Mat-Su: Greater Wasilla		Christopher Kurka (Colleen Sullivan-Leonard)			David Wilson	D
	8	Mat-Su: Big Lake, Pt MacKenzie	at-Su: Big Lake, Pt MacKenzie Kevin McCabe (Mark Neuman)			David Wilson		
Е	9	Mat-Su: Richardson Highway		George Rauscher			Mike Shower	Е
_	10	Mat-Su: Rural Mat-Su		David Eastman				
F	11	Mat-Su: Greater Palmer		Delena Johnson			Shelley Hughes	F
	12	Butte, Chugiak		Cathy Tilton			Onche y Hughes	•
G	13	Ft Rich, Eagle River		Ken McCarty (Sharon Jackson)			Lora Reinbold	G
	14	Eagle River/Chugach St Park		Kelly Merrick				
н	15	Anchorage: Elmendorf		David Nelson (Gabrielle LeDoux)		Bill Wielechowski		н
	16	Anchorage: College Gate	Ivy Spohnholz					
	17	Anchorage: University	Andy Josephson					
	18	Anchorage: Spenard	Harriet Drummond			Elvi Gray-Jackson		'
	19	Anchorage: Mountainview	Geran Tarr			Tour Douish		
J	20	Anchorage: Downtown	Zack Fields			Tom Begich		J
к	21	Anchorage: West Anchorage	Matt Claman				Mia Costello	к
n	22	Anchorage: Sand Lake		Sara Rasmussen			Ivita Costello	n
	23	Anchorage: Taku	Chris Tuck				Natasha Von Imhof	
	24	Anchorage: Oceanview		Tom McKay			Nalasha von minor	
м	25	Anchorage: Abbott	Calvin Schrage (N)	(Mel Gillis)			Josh Revak	м
IVI	26	Anchorage: Huffman		Laddie Shaw				IVI
N	27	Anchorage: Basher	Liz Snyder	(Lance Pruitt)			Roger Holland	Ν
		Anchorage: South Anchorage		James Kaufman			(Cathy Giessel)	
0	29	Kenai: North Kenai		Benjamin Carpenter			Peter Micciche	0
	30	Kenai: Kenai, Soldotna		Ronald Gilham				Ľ
P	31	Kenai: Homer, South Kenai		Sarah Vance			Gary Stovens	Р

Section . Item 2.

11	32	Kodiak, Cordova		Louise Stutes			Oary Olevens	1.1
Q	33	Juneau: Dwntn, Gustav, Hns, Skag	Sara Hannan			Jesse Kiehl		
34		Juneau: Valley, Auke Bay	Andi Story			Jesse Kielli		Q
	35	Southeast Islands	Jonathan Kreiss-					
R	35	Southeast Islands	Tomkins				Bert Stedman	R
	36	Ketchikan, Wrangell			Dan Ortiz			
s	37	BB,Dillingham,Unalaska,Pribilofs	;		Bryce Edgmon (U)	Lyman Hoffman		e
3	38	Bethel, Low Kuskokwim	Tiffany Zulkosky					N
-	39	Bering Straits, Nome, Emmo, HB	Neal Foster			Dames Olares		T_
	40	Arctic, Barrow, Kotzebue	(John Lincoln)			Donny Olson		
_		Totals by party	16	21	3	7	13	
		2/3 vote =	27				14	-
		3/4 vote =	30				15	

Notes: Representatives and Senators in black. Previous Representatives in orange and parentheses. Previous Senators in blue and parentheses. Senate seats up for election in 2022 have their district letter in blue.

Mayor Alice Ruby

Manager Tod Larson



Section . Item 2. **Dillingham City C**

Chris Napoli **Bill Rodawalt** Aksel Buholm Curt Armstrong Andy Anderson Gregg Marxmiller

MEMORANDUM

Date: November 25, 2020

To: Tod Larson, City Manager

From: Lori Goodell, City Clerk

Subject: Monthly Staff Report

Council Room Audio upgrades have been installed. We have had several meetings with the new system and the audio quality is vastly improved. A second large monitor has been ordered so when in person meetings are resumed the Mayor and Council will be able to view a screen without having to turn around. An additional microphone has also been ordered for the clerk.

This upgrade has led to the conclusion that the hybrid meeting style we had been using was no longer the best method. The webinar feature for Zoom has been added on. The public will now attend meeting through Zoom. This allows all to join with the new audio features and will give the meeting chair more access to meeting participants.

Municode Meetings: The municode meetings application is now live. I have had several trainings with more scheduled. The December 3rd council meeting information is being assembled using this program. I am hopeful this will streamline the agenda and packet process.

Ordinances:.

Ordinance 2020-23, An Ordinance of the Dillingham City Council amending the effective date of ordinance 2020-02

This ordinance was proposed by a citizen to extend the effective date of the plastic bag ban. The need for continued use of plastic bags during the pandemic was noted.

Standing Item(s):

Liquor & Marijuana License Renewals/Transfers/New Licenses. (Indicate any licenses due to expire.) There are no license applications.

City of Dillingham

Commission/Board Seats Vacant.

- Library Advisory Board, three seats.
- School Facility Committee, one seat.
- Port Advisory Committee, one seat.
- Senior Advisory Commission, two seats.
- Friends of the Landfill, one seat.

Mayor Alice Ruby

Manager Tod Larson



Dillingham City Co Section . Item 2.

Chris Napoli Bill Rodawalt Aksel Buholm Curt Armstrong Andy Anderson Gregg Marxmiller

MEMORANDUM

Date: 19 November 2020

To: Tod Larson, City Manager

From: Richard Thompson, EOC

Subject: Monthly Report, November 2020

Judging solely from Travel Notifcation forms submitted via email an average of 20 persons per day entered Dillingham via Alaska Airlines flights in November. This number does not take into account Travel Notification forms submitted by facsimile, or travel into Dillingham via other air carriers.

The CDC has stated that "Travel increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19." <u>https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html</u>

The CDC has also issued specific recommendations that the public not travel or hold large indoor family gatherings over the holidays. <u>https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html</u>

In light of these warnings the first of a series of holiday themed mass postcard mailings was sent out this past week requesting that for the safety of individuals, and the community in general, the public adhere the CDC's recommendations. The majority of COVID-19 positive cases in our community since the end of July, including the notification of four new cases the EOC received approximately 10 minutes ago, have been travel related.

Fliers advertising the Capstone Clinic's new location in the Freshwater Adventures hangar were created and posted at various locations. Additionally, fliers providing information to travelers regarding City of Dillingham quarantine regulations were also created and are being handed out at the airport. The graphics for 18x24 hard vinyl signage advertising the Capstone Clinic location are finished and submitted to the printer.

Unexpectedly call volume from the public requesting information did not increase dramatically after the passage of City of Dillingham Ordinance 2020-22S. This was unusual as it has been the case since the beginning of the pandemic response that call

Section . Item 2.

volume spikes hard for the first several days after ordinance changes. Public co volume has remained moderate at around 8-12 calls/emails per day average.

On Monday morning, 16 November, the State of Alaska issued a series of Health Orders which replaced the standing Health Mandates. Large parts of the Health Orders were effective immediately; others are to be phased in this week. No prior notification of their issuance was made to allow comparison against the prior Health Mandates for changes afftecting local ordinances. Consequently the EOC has been busy attempting to identify changes in State of Alaska protocols and determine if/how current City of Dillingham ordinances are affected. Thus far alterations to current City protocols appear minimal.

Work on rebuilding the COVID-19 Frequently Asked Questions (FAQ) pages continues with a small amount of progress daily. If no new significant surprises demanding immediate, concentrated, attention (Health Orders) arrive in the next few days the new FAQ pages should be completed and posted to the public on the City of Dillingham website by the end of next week.

- Rich Thompson

Mayor Alice Ruby

Manager Tod Larson



Section . Item 2. **Dillingham City Cd**

Chris Napoli **Bill Rodawalt** Aksel Buholm Curt Armstrong Andy Anderson Gregg Marxmiller

MEMORANDUM

November 24, 2020 Date:

To: Tod Larson, City Manager

From: Anita Fuller, Finance Director

Monthly Staff Report (10/01/2020 to 11/24/2020) Subject:

Statistics October:

Payrolls run: 2

• Cash Receipts: \$1,864,029.36

 All payments amount: \$1,426.918.22 (includes \$180.078.28 for 2 payrolls) Business Licenses; new/renewals 6, for a total of 342 this calendar year Statistics November:

Payrolls run: 2

• Cash Receipts: \$1,542,125.70

• All payments amount: \$2,0143,36.89 (includes \$201,350.52 for 2 payrolls) 2020 Business Licenses; new/renewals 0, for a total of 342 this calendar year

2021 Business Licenses; new/renewals 45, for a total of 45 this calendar year

CARES Funding: expensed to date \$2,609,512.59 of the \$3,404,780.51

Due to the global Pandemic the finance office is closed to foot traffic. Staff were available to take payments by phone, mail and the drop off box at the front door. To support social distancing and the work from home of the public school the department has continued a combination of working from home and distancing within the office area.

FY20 Audit work began in October with the official remote start of the week of October 26, 2020. Audit work is ongoing.

Implementation of the MARS software has been installed in November. The database will be imported by the assessors in December. The Assessors are expected to arrive around Dec. 7th. A team of 2 will be in Dillingham for a week to do a review of the majority of Dillingham properties to assist with the transition into the new software in preparation of the 2021 tax roll.

City of Dillingham

Page 1 of 2 Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

The Finance office has awarded a total of 539 CARES Community Grant to individ businesses and non-profits. A total award payout has been made in the amount of \$681,196. Kaylani Farler was hired part time to assist with the award program.

The Safety Committee meetings have been put on hold until after the audit is completed.

2021 business license renewal notices were mailed out by November 3, 2020.

2021 personal property tax assessment returns were mailed out by November 24 to all businesses and individuals who have had personal property tax assessments.

First half property tax deadline was on November 2, 2020 with the first eligible penalty assessed on November 3, 2020. Second half payments are due on December 1, 2020.

Premera BCBS insurance renewal has been finalized and open enrollment began in November. All insurance changes will be finalized by December 1, 2020.

CARES Funding as of 11/09/2020

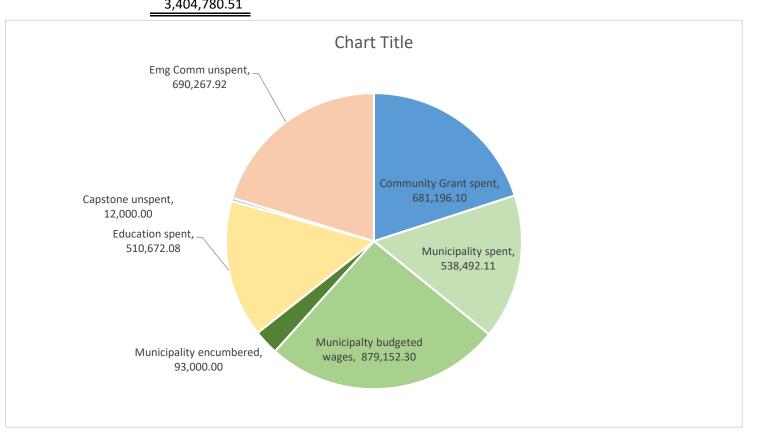
Community Grant spent	681,196.10	681,196.10
Municipality spent	538,492.11	
Municipalty budgeted wages	879,152.30	
Municipality encumbered	93,000.00	1,510,644.41
Education spent	510,672.08	
Capstone unspent	12,000.00	
Emg Comm unspent	690,267.92	
	3 101 780 51	

 Spent
 1,730,360.29

 Encumbered
 93,000.00

 Unspent
 1,581,420.22

9,732.08 Emergency Communication allocation moved to municipality



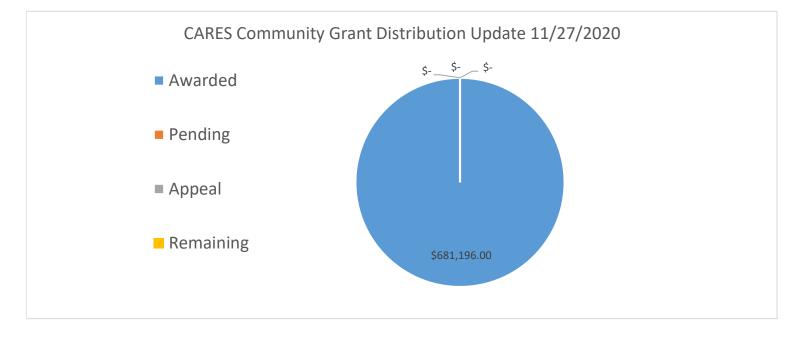
Applications meeting criteria

Funds depleted

Community Grant Program	Applicants	Awarded	Awarded	Award Pending	Number	Amount	
Individual	580	\$ 329,420.00	467	\$-	67	\$ 38,080.25	
Business	81	\$ 331,776.00	71	\$-	6	\$ 24,500.00	
Nonprofit	4	\$ 20,000.00	4	\$-	1	\$ 5,000.00	
Total	665	\$ 681,196.00	542	\$-	74	\$ 67,580.25	

\$ 748,776.25

Section . Item 2.



Mayor Alice Ruby

Manager Tod Larson



Dillingham City Co

Chris Napoli Bill Rodawalt Aksel Buholm Curt Armstrong Andy Anderson Gregg Marxmiller

MEMORANDUM

Date: November 23, 2020

To: Tod Larson, City Manager

From: Sonja Marx, Librarian

Subject: Monthly Report

We enjoyed a little over a month of serving the patrons as many came into the library building to check out new items from the shelves during October and half of November. However, the Dillingham Public Library was once again closed to the public on Friday, November 13th when the Dillingham City School District decided to return to remote learning due to an increase in Covid-19 cases in the area. However, we are still available for "curbside checkouts". Our staff continue to be in the building during our regular opening hours, so patrons can call or email their requests to be processed and made available for pick up. We were able to have a few sessions of story time with the children before having to close the doors, and have continued our WiFi services to library patrons.

Patriot Shayla Fuller with the American Heritage Girls Troop AK0514 has been painting the library entryway as one of her service projects. She has done a beautiful job patching, sanding, and painting. The Buildings & Grounds team removed the old book drop box from the wall and sealed up the hole....you can't even tell that it was ever there! They also repaired and painted the baseboard covers. It is so inviting and clean looking now as one enters the library. Thank you all so much!

The Library Advisory Board held a workshop on Wednesday, November 4th at 5:30 pm via Zoom to solidify the Collections Development Policy. Seat C still needs to be filled.

Library Stat report October 28th - November 23rd, 2020:

Patron Visits: 242 Computer Use: 11 Wireless Use: 151 Story Hour: 6 Other Visits (including Classes): 11 Museum Use: 0 Movies Shown: 0 AWE Station Use: 3 Volunteer Hours Logged: 6

Next Library Advisory Board meeting is scheduled after the New Year in 2021 Library will be closed Friday, December 25th, 2020 for Christmas



Our first happy library patron.... after 6 months of being closed due to the Covid 19 pandemic of 2020!



Page 22

Shayla Fuller patching.....

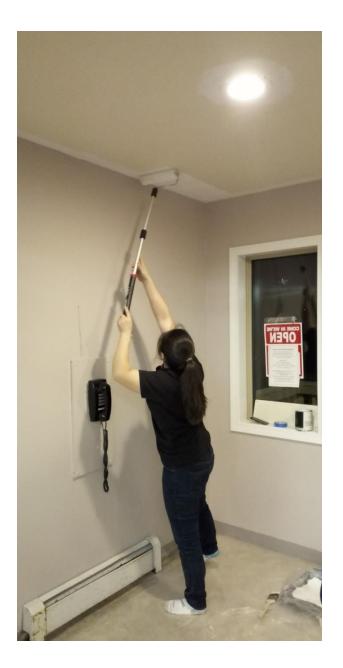


.....prepping.....



City of Dillingham Page 3 of 4 Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Section . Item 2.



.....and painting.

Thanks for a beautiful job, well done! The entryway to the library has never looked so nice. We appreciate you volunteering your time and energy to make the library a nicer place, Shayla.

Mavor Alice Ruby

Manager Tod Larson



Section . Item 2. Dillingham City Cd

Chris Napoli **Bill Rodawalt** Aksel Buholm Curt Armstrong Andy Anderson Gregg Marxmiller

MEMORANDUM

Date:	November 24, 2020
To:	Tod Larson, City Manager
From:	Cynthia Rogers, Director, Planning & Grants Management
Subject:	Monthly Report

Planning Commission

I am working with the chair to set the next Planning Commission meeting TBD.

Permitting

Burial Permits – One permit was issued this month.

Capital Projects

Please see the attached FY19 Capital Improvement Project Priorities Progress Update.

DOT&PF Dillingham Downtown Streets Rehabilitation

Project No.: Z571800000/0001335, DOT has issued a suspension of work until 2021.

City Water Improvements Project

The final invoice for construction support and inspection/materials testing is coming soon. The remainder of the water improvements under the DOT project footprint will be done spring of 2021.

City Street Rehabilitation Project

We are awaiting as-builts and close out documents from the contractor, and anticipate a final invoice from engineering groups for construction support and inspection/materials testing shortly.

Lake Road Fire Hall Addition Project

The footings, slab, and wall were poured in early November, with Dagen Nelson and EMC Engineering on site for inspection and materials testing. We continue to review submittals, RFIs. and hold weekly project team meetings. The framing crew has completed sheeting west wall, framing in the small roof area over the furnace room, and sheeting and waterproofing the roof.

Exterior LED Lighting Project

55 lights were installed across a number of City locations. We are closing out the grant.

ArcGIS Hub Roll Out

AK Map Company has been working with me since the spring on the development of the City's new ArcGIS Hub. The Hub is a GIS open data site. From this site you can download our latest parcels, addresses and public works layers and access our public map. GIS data now publicly available for viewing and download: https://city-of-dillingham-dillingham.hub.arcgis.com/.

City of Dillingham

Page 1 of 1 Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.



FY19 Capital Improvement Project Priorities Progress Update November 2020

*Special Project – Bingman Clean-Up

\$300,000 (estimate)

Major debris removal has been completed at the Bingman site. To address the clean-up of hazardous substances at the site, a Phase II Environmental Site Assessment will be sought. An EPA Brownfields Assessment Grant application was submitted on October 27, with expected funding announced in late spring 2021. Other funding avenues are being explored. The City anticipates full completion of all project phases within 5 years, to include assessment, clean-up, planning, development, and/or reuse of the site. This project is pending additional funding.

Construction: \$300,000 (estimate)

- Funding established by Council as the insurance settlement from fire.

Project Timeline:

- TBD – Pending Funding Identification

<u>*Special Project – Wells Fargo/VEEP Outdoor Lighting</u> \$50,000 (estimate)

The City was awarded a \$50,000 grant under the Wells Fargo Outdoor Lighting Retrofit/Village Energy Efficiency Program. The City pledged another \$15,000 in-kind to support the project, which will consist primarily of personnel related costs. The grant provides funding for the replacement/retrofit of exterior lighting to LED technology. The grant will enable us to replace 8 street lights and 47 other exterior lights. With a month of electrical expenses for the City averaging over \$20,000, we believe this award will provide significant cost savings with conversion to LED technology. Installation is complete. We are currently closing out the grant.

Project Timeline:

- October-December 2019 Project Scoping
- July-August 2020 Project Solicitation & Award
- October-November 2020 Project Start/Completion & Project Close-Out

As part of completion of the ADEC SRF Loan Application, NEPA, SHPO, and Financial Capacity Assessment components have been submitted. A nationwide USACE permit has been received

and the environmental review process by ADEC is now complete. Currently working on other SRF requirements before the loan can be approved, including development of the solicitation.

<u>Design:</u> \$89,891 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- ANTHC funding has been used for the design expenses.

Construction: \$650,000 (estimate)

- City to develop RFP.
- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #3.
- ADEC SRF Loan Application for \$650,000 submitted on 1/29/2020.
- SFY20 Q2 Project Priority List indicates a potential subsidy of \$335,000.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

Project Timeline:

- January 22, 65% Design
- March 22, 95% Design & ADEC review & permission to construct
- April 10, DEC approval to construct received
- May 3, 100% Design
- TBD, RFP Release, RFP scoring, evaluation, and recommendation for contract
- TBD, Construction begins; Project close out

<u>#2 – Public Safety Server Room Fire Protection</u> \$67,000 (estimate)

Proceeding with completion of air sealing. Scheduling for system certification visit still pending.

Construction: \$67,000 (estimate)

- RFP awarded to Wolverine Supply, Inc.
- E-911 Grant funding will be used for this project.

Project Timeline:

- December, 2018 Installation of Clean Agent System
- August, 2019 Air Sealing of Server Room
- TBD, GNW Fire Services air sealing and system certification; project close out

<u>#3 – Landfill Groundwater Monitoring Wells</u>

\$420,099 (estimate)

Substantial completion was achieved on February 26, 2020. Project close out expected after approval of the final pay request. The City is currently reviewing Bristol's response to DEC 2-year quarterly sampling requirement and criteria that must be met for returning to semi-annual sampling events at the end of this period.

Design: \$23,202 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- City funding will be used for the design costs.
- Cost overrun of \$5,404.00 due to project delay (originally \$17,798)

Construction: \$161,928 (estimate)

- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #2.
- ADEC SRF Loan Application submitted March 12, 2019 for \$331,575.
- ADEC SRF Loan Re-Application submitted October 10, 2019 for \$366,897.03 (to reflect cost overrun).
- ADEC SRF Loan agreement in the amount of \$367,000 was signed on December 18, 2019, with a subsidy amount of \$137,610, and repayment amount of \$229,390 (1.5%, 20 year term).
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- RFP was developed by Bristol Engineering.
- Denali Drilling was only bidder for the project.
- Cost overrun of \$29,918.03 due to project delay (originally \$132,010).

Additional Project Costs: \$234,969 (estimate)

- Bristol Engineering has been contracted for these services at \$199,565.
 - Administration, \$298.
 - Construction Oversight, Sampling and Reporting, \$199,267.
- Cost Overruns due to project delay and longer spring construction duration:
 - Bristol Engineering (expected overage), \$35,404.

Project Timeline:

- October, 2018, Project Manual/Permit Set
- November, 2018, ADEC review and approval to construct
- January, RFP Release
- February, RFP scoring, evaluation, and recommendation for contract
- March, Contract awarded
- April, On-site evaluation determined construction should be delayed until fall
- January 2020, Construction NTP issued
- February 26, 2020, Substantial Completion
- November, 2020, Project close out

<u>#4 – Water System Improvements, Downtown Streets Support</u> \$3.68M (estimate)

CRW has been contracted for construction support of the project. The project start date was May 18 and we have reached substantial completion, with Phase I of the project closed out. Due to a higher than expected need for trench backfill (change order no. 1), the Kenny Wren Road crossing (C1.1) has been removed from the project scope and will be picked up in a later project phase.

Design: \$224,715 (estimate)

- CRW Engineering Group LLC has been contracted to complete the design for this project. Additionally, CRW is expected to handle ROW, easement, ADEC permitting, temporary construction permits, and construction administration for the City.
- City funding will be used for 30% of the design costs; MMG 28308 will be used for 70% of the design costs.

Construction, Phase I (DOT Project Footprint & Downtown Core): \$2,334,861.35 (estimate)

- CRW to develop RFP.
- ADEC SRF Loan Questionnaire submitted November 30, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #17.
- MMG 28308 will provide 70% up to approximately \$1.4M total cost, with 30% matching.
- ADEC SRF Loan Application for \$600,000 submitted 4/10/19, was approved on 8/27/19.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

- Expected URSA billing (DOT Project Footprint) is estimated at \$364,515. This number may change based on project actuals.
- Apparent Low Bidder (Downtown Core): JJC Enterprises, \$1,622,734.
- Change Order 1: \$347,612.35

Construction, Phase II: TBD

Construction, Phase III: TBD

Project Timeline:

- January 9, 75% Design (All Phases)
- February 11, 100% Design for Phase I (DOT Footprint)
- February 27, 100% Design (All Phases)
- August, RFP Release; RFP scoring, evaluation, and recommendation for contract
- September 2019, Contract awarded; Construction begins May 18
- November 2020, Phase I Project close out (excludes URSA work under DOT footprint)

#5 – Lake Road Fire Hall Addition

\$773,200 (estimate)

LCG Lantech has been contracted for construction support and Dagen Nelson has rejoined us for inspection as the Special Projects Coordinator, with support from EMC Engineering for materials testing. Wolverine Supply, Inc. is now under contract and broke ground in early October. Currently, concrete work has been done and the framing work is underway. The project team is meeting weekly and the second pay request is being processed.

<u>Design:</u>

 LCG Lantech Inc. and RSA Engineering, Inc. have provided 100% design and specifications for this project.

Construction: \$744,000.00 (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by Bristol Engineering.

Additional Project Costs: \$29,200 (estimate)

- LCG Lantech, Inc. will be contracted for these services.
- City personnel may handle some tasks, others will be assigned to LCG Lantech via Task Orders, on an as needed basis.
- Permitting, Bid Assistance, and Construction Administration, \$12,000, T&M, NTE fee.
- Project Inspection, Contract Administration, \$17,200, T&M, NTE fee.

Project Timeline:

- June, RFP Release
- July-August, RFP scoring, evaluation, and recommendation for contract, contract awarded
- October 2020, Construction begins
- January-February 2021, Project close out

<u>#6 – Harbor Float Replacement</u>

\$5.2M (estimate)

The City is currently considering an RFP for replacement of the float arms, which will most likely be a custom manufactured product. More information will be forthcoming as this option develops further. This project is pending funding identification.

Design:

PND Engineers, Inc. has provided 75% design for this project.

Construction: \$5.2M (estimate)

- The City is currently exploring funding options through federal appropriations.
- Funding alternatives are AKDOT&PF Harbor Facility Grant Program and USDA Public Works and Economic Development Facilities Program (Grants).
- City to develop RFP.

Project Timeline:

- TBD pending funding

<u>#7 – D Street & Seward Street Rehabilitation Project</u> \$3.28M (estimate)

PND and EMC have been contracted for inspection and construction support for the project. The project started on July 13 and is expected to close out soon. All paving work was completed as of September 22. The contractor has been working on the punch list and we expect the final pay request to be processed and retainage released after receiving as-builts.

Design: \$154,329 (estimate)

- PND Engineering, Inc. has been contracted to complete the design for this project.

Construction: \$2.86M (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by PND.
- Apparent Low Bidder: JJC Enterprises, \$2,494,737; contracted for \$2,194,737
- Total value of CO to date, \$666,113

Additional Project Costs: \$222,528 (estimate)

- Construction support and inspection/materials testing, \$222,528

Project Timeline:

- April 30, 95% design, specifications and cost estimate
- June, RFP Release, bid deadline August 15
- August, RFP scoring, evaluation, and recommendation for contract
- September, Permitting finalized; Contract awarded
- May 2020, Construction NTP issued
- September 2020, Substantial completion
- November-December 2020, Project close out

Mayor Alice Ruby

Manager Tod Larson



Dillingham City Co

Chris Napoli Bill Rodawalt Aksel Buholm Curt Armstrong Andy Anderson Gregg Marxmiller

MEMORANDUM

Date: 11-24-2020

To: Tod Larson, City Manager

From: Jean Barrett / Port Director

Subject: Monthly Report

Winter is upon us with the first real storm of the winter. Although it hasn't become frigid cold yet, there is plenty of ice in the harbor and in front of the dock. WE hope that the last boat of the season has come and gone and all the fuel is delivered and accounted for. <u>Dock</u>

The last of the freight barges and fuel tankers have headed to warmer waters as of last week, we hope not to see them until next spring.

- The dock crew has put all the left over freight and equipment away in anticipation of the coming winter.
- > The forklifts and the crane have been winterized and parked.
- We have some work to do prior to next spring, such as ordering a new roll up door for the warehouse. The one that is in there now is far too heavy to be used with the current electronic opener. Ideally one that is lightweight and easy to raise and lower with a hand chain would be my preference. We don't need one that is insulated and we definitely don't need the electronic opener.
- I am still working on pursuing a trade-in on the Hyster 800 for a new Hyster 1050. I have been looking at other brands but if we want to use a trade-in as a down payment Pape' Material Handling is our West Coast contact. This changeover only makes sense as the Hyster 1050 can do everything the Hyster 800 can do but not vise-versa and the fishing industry has changed to all 40' refrigeration containers which the 800 cannot handle.

<u>Harbor</u>

The harbor life is conducive to social distancing. Matter of fact at times it is downright lonely. I am keeping busy for the time being getting things winterized and put away in the bathhouse, working on hose inventory, fixing wheelbarrows, and inventorying the float parts and pieces.

The Bathhouse has some minor maintenance issues I am working on, replaced lights and electronic eyes, boiler pumps and coin mechanisms for the showers and giving the boiler a tune up before the real cold hits.

The Alaska Association of Harbormasters and Port Administrators (AAHPA) wrapped up the first ever (and hopefully last) virtual conference. I thought it was put together and administered very well, we had bi-weekly meetings at noon on Tuesdays and Thursdays. Some of the topics covered were:

- The Alaska Department of Transportation covered regional and statewide infrastructure planning.
- The Alaska Municipal League along with Northern Economics presented on the State of Alaska's waterfront infrastructure.
- Alaska Department of Natural resources along with Birch, Horton, Bittner and Cherot talked about derelict vessels.
- Almost every Port gave a presentation on how they have been doing and of course everyone talked about Covid-19 safety measures they put into place.
- > I am on the Board of Directors of the AAHPA and have been for 8 years,
 - I threw my hat back into the ring for re-election and was successful at the bid to retain my spot on the board. I am proud to be from the smallest harbor representing this board and excited to be part of what we have been able to accomplish as a board, for instance.
 - The Derelict Vessel Program which puts the ownership of the multitude of vessels abandoned in and around the many waterways of the Alaska on the State of Alaska and off of the local communities.
 - We lobby every year to fight for the State of Alaska and the Governor to continue to fund the Harbor Grant program.
 - I have been unofficially designated as the "Small Harbor Representative ". This means when a small harbor is looking at joining the AAHPA, they are directed to talk to me. I can help them relate to the Association and also help point them in direction to get help with whatever issue they need assistance with.
 - There is so much to this association and its members. What we do in every harbor on the coastline of Alaska is incredible and un-measurable and I am proud to be a part of it.

I have been tasked to do a few other things for the City

- We are ready to install a water pump in a building near the ice rink which. This will utilize an abandoned well that has a Arsenic level too high for consumption but fine for adding water to the rink for recreation and also for water trucks for road projects
- The City manager wants to re-key all of the city locks. A good idea as keys get lost all the time. I am working with the Best Access Company and should have a quote within the next two weeks.

That is all from a lonely hole in the wall at the Dillingham Small Boat Harbor Jean

Mayor Alice Ruby

Manager Tod Larson



Section . Item 2. **Dillingham City Cd**

Chris Napoli **Bill Rodawalt** Aksel Buholm Curt Armstrong Andy Anderson Gregg Marxmiller

MEMORANDUM

11-24-2020 Date:

To: City Manager Tod Larson

From: **Chief Daniel Pasquariello**

Public Safety report December 2020 Subject: Reporting period 10/23/20 to 11/24/20

PATROL

We have filled all of the patrol officer positions. One of our new officers, Daniel Gonzalez-Fawcett, was a police officer in his home village of Metlakatla for 4 years, and is APSC certified. Our other new officer, Martin Gardiner, a raw recruit who will need to attend a police academy, is from Dillingham. They are being field trained by Officer Taner Lowery and Officer Craig Maines.

DISPATCH

We have hired a new dispatcher, Christopher Bott. He has just started and has begun his field training with dispatcher John Marx.

ANIMAL CONTROL

ACO Boyd continues to be the workhorse of the department when it comes to checking travelers at the airport. He works closely with and supervises the Denali Universal Services health and safety monitors at the airport.

CORRECTIONS

One of our corrections officers resigned last month. The open position will be filled by the transfer of Aquila Kapotak from dispatch to corrections. Aquila has been a corrections officer in the past so he will be able to jump in and handle shifts without having to be trained.

City of Dillingham

Page 1 of 2 Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

DMV

The DMV has discontinued the extended hours and gone back to being open 4 hours a day.

Due to the increased positive cases of COVID-19 in Dillingham and the census area Agent Pullon no longer performs road tests so that he does not have to be in the confined space of a vehicle with members of the public.

Dillingham Police Activity 2020	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec	Division
Total Calls Dispatched	244	319	229	216	244	333	370	300	307	341	259		Dispatch
Disaptched to DPD	185	229	174	166	195	276	298	240	246	274	223		
Dispatched to Animal Control	15	26	14	24	22	17	14	6	30	19	10		
Dispatched to Fire/EMS	15	19	23	17	12	27	30	18	18	17	16		
Dispatched to AST	29	44	18	9	15	13	28	36	13	31	10		
Calls handled by DPD patrol	185	229	174	166	195	276	298	240	246	274	223		Patrol
Arrests by DPD (felony)	2	225	4	100	155	270	5	8	4	274	5		ration
Arrests by DPD (misdemeanor)	14	7	4	6	6	11	12	9	6	10	5		
T-47s by DPD	8	6	22	4	14	20	25	14	16	9	11		
Citations issued by DPD	26	6	9	17	17	66	39	15	4	3	1		
Incident reports by DPD	25	18	26	21	15	34	30	39	28	24	21		-
	25	10	20	21	15	54	50	55	20	24	21		
Inmates held at jail	32	41	26	13	19	27	35	49	30	43	20		Corrections
Title 47s held at jail	8	6	22	4	14	20	25	14	16	9	11		
	_	-	-	_									
Animal impounds	7	8	6	5	8	6	7	4	1	1	*		Animal Control
Animals surrendered to shelter	*		*	*			1	3	3	1	*		
Animals returned to owners	6	7	6	5	6	5	6	3	*	*	5		
Animals adopted out	*	*	*	*	*	*	*	2	*	*	*		
Animials sent to other rescue groups	*	*	10	1	8	1	1	1	4	*	2		
Rabies/parvo shots	5	54	14	14	14	20	21	19	14	4	9		
Euthanasias	2	2	1	2	*	*	2	1	*	1	3		
Citations issued	*	2	*	*	1	4	2	*	*	*	*		
Driver's license/IDs issued	170	142	76	*	40	88	74	79	64	111	73		DMV
Titles/registrations	44	43	26	*	41	103	75	78	42	97	62		
Boat registrations	*	1	2	*	20	57	21	14	3	1	1		
CDLs	2	2	4	*	2	2	4	1	*	6	12		
Road tests	4	2	1	*	*	*	*	12	9	19	8		
Written tests	9	18	10	*	14	23	19	22	10	26	37		

Introduced: November 5, 2020 Public Hearing: December 3, 2020 Adopted: December 3, 2020

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2020-23

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING THE EFFECTIVE DATE OF ORDINANCE 2020-02

WHEREAS; the Dillingham City Council adopted Ordinance 2020-02 banning single use plastic bags May 8, 2020 with an effective date of December 31, 2020; and

WHEREAS; concerned citizens have requested delaying the effective date due to unique circumstance created by the COVID-19 pandemic; and

WHEREAS; the Code Review Committee met on October 8, 2020 to consider extending the effective date and determined it is in the best interest of public health to extend the effective date of Ordinance 2020-02 to December 31, 2021.

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a non-code ordinance.

Section 2. Amendment of 2020-02. This ordinance amends the effective date of Ordinance 2020-02 from December 31, 2020 to December 31, 2021.

Section 3. Effective Date. This ordinance shall be effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on December 3, 2020.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Introduced: March 12, 2020 Public Hearing: May 8, 2020 Adopted: May 8, 2020

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2020-02

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 8.04 TO PROHIBIT THE DISTRIBUTION OF SINGLE-USE DISPOSABLE PLASTIC SHOPPING BAGS

WHEREAS, the use of single-use carry-out disposable plastic shopping bags in the City of Dillingham ("City") creates a burden on the environment, endangers wildlife, and has been shown to be harmful to bodies of water and problematic for solid waste management; and

WHEREAS, to decrease the number of littered disposable plastic shopping bags in the City, it is necessary to restrict general use; and

WHEREAS, it is in the best interest of the health, safety, and welfare of all residents to restrict the use of single-use disposable plastic shopping bags; and

WHEREAS, plastic carryout bags do not biodegrade, create problematic environmental issues, and frequently escape from trash containers and landfills creating a burden on residents and the City for clean-up;

NOW, THEREFORE, BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. <u>Classification</u>. This is a code ordinance.

Section 2. <u>Amendment of Section 8.04.020</u>. Section 8.04.020 of the Dillingham Municipal Code is hereby amended to read as follows [added language is underlined]:

8.04.020 Definitions.

The following definitions apply throughout this chapter:

"Affected Establishment" means any retail or commercial business that sells goods or prepared food, including but not limited to grocery stores, pharmacies, retail stores, and restaurants.

"Fish waste" means the leftover parts of dead fish, including carcasses, heads, tails, and internal organs.

"Garbage" means all putrescible solid wastes, including vegetable matter, animal feces, and carcasses of small animals.

"Hazardous waste" means any substances or materials that, by reason of their toxic, caustic, corrosive, abrasive, or otherwise injurious properties, may be detrimental or deleterious to the health of any person handling or otherwise coming into contact with such substances or materials. This includes those materials or substances which have been so designated by the State Department of Environmental Conservation and/or the Environmental Protection Agency.

"Person" means any individual, firm, governmental unit, organization, partnership, corporation, company or other entity.

"Putrescible waste" means material that can decompose and cause obnoxious odors.

"Refuse" means any putrescible or nonputrescible solid waste, except human excreta.

"Rubbish" means nonputrescible solid wastes.

"Secured load" means a load of refuse which has been secured and covered in the vehicle in a manner that will prevent any part of the refuse from leaving the vehicle while the vehicle is moving.

"Single-Use Plastic Disposable Shopping Bag" means a bag less than 2.25 mils thick made from plastic, or any material not marked or labeled "compostable", that is neither intended nor suitable for continuous reuse and that is, designed to carry purchases from the seller's premises, except for: bags used by customers inside stores to package bulk items such as fruit, vegetables, nuts, grains, candy, or small hardware items, such as nails and bolts; bags used to contain dampness or leaks from items such as frozen foods, meat, or fish, flowers or potted plants; bags used to protect prepared foods or bakery goods; bags provided by pharmacists to contain prescription drugs; newspaper bags, laundry, or dry cleaning bags; or bags sold for consumer use off the seller's premises for such purposes as the collection and disposal of garbage, pet waste, or yard waste.

Section 3. <u>Adoption of Section 8.04.120</u>. Section 8.04.120 of the Dillingham Municipal Code is hereby adopted as follows:

8.04.120 Single-Use Plastic Disposable Shopping Bag Prohibited

A. No affected retail establishment may provide to any customer a new single-use plastic disposable shopping bag for the purpose of carrying away goods from the point of sale.

B. No person may distribute single-use plastic disposable shopping bags at any city facility or any event held on city property.

Section 4. <u>Amendment of Section 1.20.040</u>. Section 1.20.040 of the Dillingham Municipal Code is hereby amended by the addition of new language to read as follows:

Code Section	Offense	Penalty/Fine
DMC 8.04.120	Distribution of single- use plastic disposable shopping bag.	\$300

Section 4. Effective Date. This ordinance is effective December 31, 2020.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on May 8, 2020.

Alice **Aayor** [SEAL]

ATTEST: Jori Moodell

Lori Goodell, City Clerk



Plastic bags and CoVid-19

2 messages

Patricia Buholm <patricia341b@yahoo.com>

Thu, Oct 1, 2020 at 11:37 PM

To: gregg.marxmiller@dillinghamak.us, alice.ruby@dillinghamak.us, chris.napoli@dillinghamak.us, bill.rodawalt@dillinghamak.us, kaleb.westfall@dillinghamak.us, curt.armstrong@dillinghamak.us, andy.anderson@dillinghamak.us

Cc: cityclerk@dillinghamak.us, Tod Larson <manager@dillinghamak.us>

Hello,

I attempted to speak tonight, however I couldn't press *6 fast enough to get on during public comment.

I wanted to bring this up now instead of waiting till December when this ordinance comes into effect that I think this should be revisited as it may slow the spread of COVID via bags being brought into the store, riding in carts, and then being brought back into the homes.

I realize that the risk of transmission is low, but I fear someone who is a high risk will be more susceptible to cross contamination.

It may seem simple to some however due to being a busy mom, working full time, having 2 children in school-sometimes having to home school, and all the other responsibilities, at some times it is difficult to remember to hand wash and air dry face masks-now to throw in reusable bags seems like a whole other way for germs to be drug into people's homes.

Anchorage has already revoked the plastic bag ban due to the CoVid-19 pandemic, I am urging you to re-evaluate this ban that is slotted to start in December 2020. I wanted to bring this up sooner as to avoid the potential last minute issues of stores having to purchase additional items and families having to figure out what to do.

Please consider postponing this ordinance for an additional year.

Thank you, Patty Buholm 843-9695

Sent from my iPhone, please excuse any errors.

Alice Ruby <alice.ruby@dillinghamak.us></alice.ruby@dillinghamak.us>
To: Lori Goodell <lori.goodell@dillinghamak.us></lori.goodell@dillinghamak.us>

Thu, Oct 1, 2020 at 11:40 PM

Hi Lori:

Maybe you can include this in the Code Committee packet. Thanks. [Quoted text hidden]

Alice Ruby, Mayor City of Dillingham

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2020-26

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING RESOLUTION NO. 2020-1 FROM THE ALASKA ASSOCIATION OF HARBORMASTERS AND PORT ADMINISTRATORS IN SUPPORT OF FULL FUNDING (\$14,049.988) FOR THE STATE OF ALASKA MUNICIPAL HARBOR FACILITY GRANT PROGRAM IN THE FY 2022 STATE CAPITAL BUDGET

Whereas, the Alaska Association of Harbormasters and Port Administrators recognizes the majority of the public boat harbors in Alaska where constructed by the State during the 1960s and 1970s; and

Whereas, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

Whereas, these harbor facilities are ports of refuge and areas for protection for ocean-going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan communities; and

Whereas, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State-owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

Whereas, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the state's failure to keep up with deferred maintenance; and

Whereas, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

Whereas, in response to this financial burden, the Governor and the Alaska Legislature passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Municipal Harbor Facility Grant program, AS 29.60.800; and

Whereas, the Alaska Association of Harbormasters and Port Administrators, is pleased with the Department of Transportation and Public Facilities administrative process to review, score and rank applicants to the Municipal Harbor Facility Grant Program, since state funds may be limited; and

Whereas, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

Whereas, the municipalities of the City of Cordova, City and Borough of Sitka, City and Borough of Juneau, City of Seward, and City of Sand Point have offered to contribute

\$14,049,988 in local match funding for FY2022 towards five harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

Whereas, completion of these harbor facility projects is all dependent on the 50% match from the State of Alaska's Municipal Harbor Facility Grant Program; and

Whereas, during the last ten years the Municipal Harbor Facility Grant Program has only been fully funded twice; and

Whereas, a survey done by the Alaska Municipal League of Alaska's ports and harbors found that from the respondents, the backlog of projects necessary to repair and replace former State-owned harbors has increased to at least \$500,000,000; and

Whereas, over the past five years, municipal harbors have submitted \$58 million in capital project match requests, representing over \$116 million in shovel-ready capital projects that have received only \$16.6 million in funding through the Municipal Harbor Facility Grant program with zero funding in FY21.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council urges full funding in the amount of \$14,049,988 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY2021 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

PASSED and ADOPTED by the Dillingham City Council on December 3, 2020.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

RESOLUTION NO. 2020-1

A RESOLUTION OF THE ALASKA ASSOCIATION OF HARBORMASTERS AND PORT ADMINISTRATORS IN SUPPORT OF FULL FUNDING (\$14,049,988) FOR THE STATE OF ALASKA MUNICIPAL HARBOR FACILITY GRANT PROGRAM IN THE FY 2022 STATE CAPITAL BUDGET.

Whereas, the Alaska Association of Harbormasters and Port Administrators recognizes the majority of the public boat harbors in Alaska where constructed by the State during the 1960s and 1970s; and

Whereas, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

Whereas, these harbor facilities are ports of refuge and areas for protection for ocean-going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan communities; and

Whereas, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State-owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

Whereas, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the state's failure to keep up with deferred maintenance; and

Whereas, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

Whereas, in response to this financial burden, the Governor and the Alaska Legislature passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Municipal Harbor Facility Grant program, AS 29.60.800; and

Whereas, the Alaska Association of Harbormasters and Port Administrators, is pleased with the Department of Transportation and Public Facilities administrative process to review, score and rank applicants to the Municipal Harbor Facility Grant Program, since state funds may be limited; and

Whereas, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

Whereas, the municipalities of the City of Cordova, City and Borough of Sitka, City and Borough of Juneau, City of Seward, and City of Sand Point have offered to contribute \$14,049,988 in local match funding for FY2022 towards five harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

Whereas, completion of these harbor facility projects is all dependent on the 50% match from the State of Alaska's Municipal Harbor Facility Grant Program; and

Whereas, during the last ten years the Municipal Harbor Facility Grant Program has only been fully funded twice; and

Whereas, a survey done by the Alaska Municipal League of Alaska's ports and harbors found that from the respondents, the backlog of projects necessary to repair and replace former State-owned harbors has increased to at least \$500,000,000; and

Whereas, over the past five years, municipal harbors have submitted \$58 million in capital project match requests, representing over \$116 million in shovel-ready capital projects that have received only \$16.6 million in funding through the Municipal Harbor Facility Grant program with zero funding in FY21.

Now therefore be it resolved that the Membership of the Alaska Association of Harbormasters and Port Administrators urges full funding in the amount of \$14,049,988 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY 2022 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

Passed and approved by a duly constituted quorum of the Alaska Association of Harbormasters and Port Administrators on this 22rd day of October, 2020.



Alaska Association of Harbormasters & Port Administrators

602 Shellfish Ave Homer, AK 99603 Phone: (907)299-9000

Section . Item 7.

November 19, 2020

Governor Michael J Dunleavy 3rd Floor, State Capitol PO Box 110001 Juneau, AK 99811

Dear Governor Dunleavy,

As President of the Alaska Association of Harbormasters and Port Administrators (AAHPA), and on behalf of our 43 municipal members, I am requesting your full support of the **ADOT Harbor Facility Matching Grant** program in your FY22 budget. Since 2006, the State has partnered with municipalities through this matching grant program and it has proven to be an effective way to leverage limited state funding for critical infrastructure projects across Alaska. It provides a list of bid-ready infrastructure projects with *committed* municipal match for 50% of the construction funds. This has a positive effect of not only strengthening and supporting Alaska's transportation infrastructure, but it also leverages state dollars to provide construction jobs and bolster the private sector. Over the past five years, municipalities have submitted \$58 million in capital project match requests, representing over \$116 million in shovel-ready capital projects that have received only \$16,6 million in state funding through the Municipal Harbor Matching Grant program, with zero funding in FY21.

For FY22, five municipalities have committed matching funds totaling \$14,049,988 for shovel-ready projects. These qualifying municipalities have met the strict standards set by the grant program, and the projects have been vetted through ADOT.

Across the state there are significant maintenance and recapitalization needs of aging harbor infrastructure. Originally built by the State, our harbors are relied upon by coastal and riverine communities for critical economic activity from fisheries to basic transportation, and railbelt and interior communities depend on functioning ports and harbors for critical goods coming into the state, recreation, and commercial opportunities. The crafters of the Harbor Grant Program, which was established in 2006 under SB291, believed it would provide a reasonable partnership between the State and municipalities for funding the recapitalization of aging infrastructure. The following is a legislator's testimony from 2006 in which SB291established the Harbor Grant Program:

Starting in the 1930s the state began to build harbors in coastal areas stretching from Ketchikan to Sand Point. The state's agreement with the municipalities was that they would do major maintenance and the municipalities would run the harbors and do ongoing administration. For whatever reason, the maintenance wasn't done and the harbors fell into disrepair. When the state moved forward to divest itself of harbor ownership, it assigned applicable dollar value for deferred maintenance to the various harbors. The municipalities didn't feel that the financial consideration was near enough to deferred maintenance and that has been an unresolved issue...

SB 291 would establish the municipal harbor facility grant fund to which the Legislature would make an annual appropriation from the watercraft fuel tax account and from the state portion of the fisheries business tax. Both sources come from the marine industry so harbor users would generate the revenue for the program. The bill caps the funds that can be used per community per year at \$5 million so that a large community couldn't take all the available funds in any given year. Communities could apply for the capital match for any particular harbor just once. The expectation is that communities would establish, maintain, and run an enterprise fund into perpetuity.

We know that vibrant, well-maintained harbor facilities are a basic, foundational requirement for Alaskans to pursue and grow our commercial economic diversity, recreational opportunities, and subsistence livelihoods. Although much has been accomplished through this program since its inception, there are still many facilities needing the anticipated financial support to leverage their local dollars. It is for these reasons that the Alaska Association of Harbormasters and Port Administrators respectfully requests full program funding of the Harbor Facility Grant Program in the amount of \$14,049,988 for FY22.

In addition to the enclosed resolutions of support, I am also including a list of our members for your review. In addition to our municipal members, the AAHPA supports and promotes the sectors that help to design, build, and maintain port and harbor infrastructure. The AAPHA Board of Directors and I are pleased to meet with you or any of your staff to provide greater insight into the infrastructure needs of Alaska harbors.

Kind regards,

Bryan Hawkins President, Alaska Association of Harbormasters & Port Administrators

Encl: AAHPA Resolution of Support for Municipal Harbor Matching Grant Funding AAHPA List of Members

26 October 2020 City of Dillingham City Council Re: Library Advisory Board

To Whom It May Concern:

I would like to express my interest in continuing to serve on the Library Advisory Board, seat E.

I have served on this board for over five years. I enjoy serving both the library and public and being a part of the policy-making and decisions that impact our library's success. I have been a resident of Dillingham for fourteen years, and plan to continue to reside in this wonderful community.

Please accept this letter and my continued interest in serving on the library board for Seat E.

Sincerely,

Erica Tweet



Thu, Sep 3, 2020 at 4:35 PM

Lori Goodell <cityclerk@dillinghamak.us>

Re: Port Advisory Committee

1 message

Alice Ruby <alice.ruby@dillinghamak.us> To: Kaleb Westfall <kaleb.westfall@dillinghamak.us> Cc: Lori Goodell <lori.goodell@dillinghamak.us>

Hi Kaleb:

Thanks for your interest. I'm including Lori on this email so that we can include your letter of interest in the October packet. I'll probably discuss it with you before then.

On Thu, Sep 3, 2020 at 3:04 PM Kaleb Westfall <kaleb.westfall@dillinghamak.us> wrote: Hi Mayro Ruby,

I am emailing you to be considered to be appointed to the Port Advisory Committee. I look forward to working for all user groups to make the best decisions that will affect the port and harbor, currently, and to sculpt the future infrastructure to best serve Dillingham.

Best regards, Kaleb Westfall

Alice Ruby, Mayor City of Dillingham

Section . Item 9.

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Chris Napoli P.O. Box 1251 Dillingham, Alaska 99576 (907) 842-1514 chris.napoli@diilinghamak.us

Alice Ruby City of Dillingham P.O. Box 889 Dillingham, Alaska 99576

Mayor Ruby,

Please accept this letter as my resignation from the Friends of the Landfill Group (FOL). Thank you for the opportunity to serve on the FOL and contribute to their mission to assist landfill operations through recycling, fish waste management, bear control and outreach to the community on the importance of all of us doing our part to help maintain and improve the landfill operations.

I have not been able to contribute to the FOL at a level that benefits the organization. The FOL is comprised of a group of dynamic volunteers that have contributed to a better landfill for Dillingham.

Respectfully submitted,

City of Dillingham Action Memorandum Action Memorandum No.		December 3, 2020
Subject:		
Authorize administrative leave for Christmas	and New Year	's Holiday
City Manager: Recommend Approval		
Signature: Jul Lan		
Signature: Signature:		
Fiscal Note: Yes 🖌 No Fur	nds Available:	Ves No
Fiscal Note: Yes Ves No Fur	nds Available:	✓ Yes 🗌 No
Other Attachments:	nds Available:	✓ Yes 🗌 No
	nds Available:	✓ Yes 🗌 No
Other Attachments:	nds Available:	Yes No
Other Attachments:	nds Available:	✓ Yes 🗌 No

Summary Statement:

In appreciation to the City's staff, the City Council has approved administrative leave over the Christmas and New Year's Holiday. Administrative leave is for straight time only. For 2020, the City administration has proposed administrative leave for Thursday, December 24, and Thursday, December 31. We would truly appreciate the Council's consideration for this proposal.

Administrative days will be distributed in the following manner: Regular full time = eight hours each admin. day Regular part time = prorated on hours currently approved Temporary working a regular schedule = prorated on average hours worked

Those positions that are essential have the opportunity to utilize these days on or before February 7, 2021, as approved by their supervisor.

2020-12

Action Memorandum No.

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on ______

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
Х	Finance Director	
X	City Clerk	

City of Dillingham Action Memorandum

Section . Item 12.

Action Memorandum No. 2020-13

Subject: Authorize a COVID Supplement for City of Dillingham Employees

City Manager	Recomme	nd Approval			
Signature:	Jal	tam			
Fiscal Note:	✓ Yes	No	Funds Available:	<u>√</u> Yes	No
Other Attach	ments:				

Summary Statement:

Due to the unique circumstances COVID-19 has created, the city workforce has responded with variable work schedules, working off site, and put in many extra hours. The need to find new and sometimes untried ways to approach a working situation has created undue stresses. The Dillingham City Council recognizes the extra effort all city personnel have put forth. In recognition of the challenges, hardships, and hazards city employees have experienced the City Council directs a distribution of a COVID-19 supplement.

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on December 3, 2020.

Mayor

ATTEST:

[SEAL]

City Clerk

City of Dillingham Fiscal Note

Agenda Date: December 3, 2020

Supplemental pay for employees who worked for the City during the period of March 1, 2020 through November 30, 2020.

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE CON	MPLETED BY FINANCE)	FISCAL IMPACT	VES NO
AMOUNT REQUESTED:		FUNDING SOURC	E
		City o	f Dillingham
FROM ACCOUNT		Project	
1000 6XXX	GF Wages and Benefits		
2100 6XXX	Water/W.water Wages & Ben		
2200 6XXX	Landfill Wages and Benefits		
2300 6XXX	Dock Wages and Benefits		
2400 6XXX	Harbor Wages and Benefits		
2610 6XXX	Senior Center Wages & Bene		
3822 6XXX	CARES Wages & Bene		
TO ACCOUNT:	VERIFIED BY: A	nita Fuller D	Date: 10/30/2020

EXPENDITURES

OPERATING	FY21	FY22	FY23	FY24
Wages	\$ 46,900.00			
Benefits	4,525.85			
TOTAL OPERATING	\$ 51,425.85	\$-	\$-	\$-

CAPITAL	\$ -		

REVENUE	-		

FUNDING

General & Special Rev. Funds	\$ 51,425.85			
State/Federal Funds				
Capital Project				
TOTAL FUNDING	\$ 51,425.85	\$ -	\$-	\$ -

POSITIONS

Full-Time		
Part-Time		

Analysis: (Attach a separate page if necessary)

See Action Memorandum 2020-13

34 Active Employees worked March through November 2020 @ \$1,000 each

24 Active Employees not worked the full 9 months listed above @ \$500 each

2 Employees on Layoff @ \$250 each

4 Employees hired as on-call @ \$100 each

PREPARED BY: Anita Fuller

DEPARTMENT: Finance

APPROVED BY:

November 27, 2020